



**Tennessee Department of Environment and Conservation  
Deputy Director  
Information Systems Division  
Annual Salary Range: \$79,164 - \$126,660**

**About the Tennessee Department of Environment and Conservation (TDEC)**

The Department exists to enhance the quality of life for citizens of Tennessee and to be stewards of our natural environment by:

- Safeguarding the health and safety of Tennessee citizens from environmental hazardsProtecting and promoting human health and safety.
- Protecting and improving the quality of Tennessee's land, air, and water.
- Managing the system of 56 Tennessee State Parks and 83 Natural AreasConserving and promoting natural, cultural and historic resources.
- Providing a variety of quality outdoor recreational experiences.

TDEC has approximately 2,900 employees working across Tennessee supported by a total budget of more than \$300 million with funding from fees for services, state parks revenue, federal sources, and the state general fund. TDEC is the chief environmental and natural resource regulatory agency in Tennessee with delegated responsibility from the U.S. EPA to regulate sources of air pollution, radiological health issues, solid and hazardous waste, underground storage tanks, water pollution, water supply, and groundwater pollution. TDEC has a central office in Nashville and has eight (8) regional offices across the state serving as the primary point of contact for their respective regions.

**About the Information Systems Division**

The Information Systems Division (ISD) handles a full range of IT services supporting approximately 2,900 TDEC employees across the state for desktop, telecommunications and database design and development services. Some of these services include designing and developing new computer applications; work with the Environmental Protection Agency and the division of Fiscal Services to attain EPA's grant and monitoring balances of the grants; and provide consultation for all departments of state government.

**Summary of Position**

This Executive Service position is located in Nashville, TN at the William R. Snodgrass TN Tower. The selected candidate will be responsible for directing 40 plus employees to provide a full range of IT services including new projects and ongoing operations. Working with the Director of ISD, the Deputy Director will set policy for ISD that corresponds with departmental and state policy. The Deputy Director will assist with developing a strategic plan that identifies the mission of ISD, the vision for the future for TDEC technology services and will establish priorities, goals and strategies to execute the strategic plan.

## **Principal Duties and Responsibilities**

- Determines appropriate structure of the IT organization to support business objectives and ensure alignment with strategic goals. Reviews and approves summary performance metrics reporting submitted by assigned staff to identify current status in achieving assigned goals and facilitate communication with higher level leadership personnel.
- Approve high level Information System directives to ensure alignment with strategic business objectives, best practices and available resources. Develops strategies, objectives and service level agreements for IT services to measure and improve organizational efficiency and performance.
- Defines key roles, division functions and internal processes; utilizes metrics to measure progress toward meeting strategic plan goals and identifies areas for process improvement.
- Make recommendations as to appropriate balance of impact, financial and human capital cost, resource allocation and risk in proposed IT operational initiatives within assigned area of responsibility to inform decisions about level of effort and priority of processing for IT projects and processes.
- Interprets specialized information related to technology including regulations, policies, procedures and documentation for business partners to facilitate understanding, enhance communications, and ensure compliance.
- Builds consensus among peers, subordinates and peers to order to further the divisions and department's mission and goals. Aligns business and people strategies using applicable data, leadership development, professional development, performance management, career planning and succession planning; identifies promotional opportunities within assigned work units to develop bench strength and enhance talent pool.

## **Knowledge, Skills and Abilities**

The successful candidate will have a demonstrated ability to function as an independent researcher, analyst and advocate for the Department's civil litigator with minimal guidance in a highly demanding work environment and possess the following attributes:

- Results oriented individual with a commitment to the mission of the Department; champions IT projects to meet agency business needs based on optimal return on investment.
- Strong research and keen analytical skills which support tactical and strategic decision-making abilities; have the functional and technical knowledge and skills to do the job at a high level of accomplishment.
- Able to write clearly and succinctly in a variety of communication settings and styles getting information across with the desired effect. Translates complex IT concepts for individuals of all levels of understanding including IT and non-IT roles to communicate results, trends or problems.
- Is future oriented; can create competitive and breakthrough strategies and plans anticipating future consequences and trends accurately.
- Deals with concepts and complexity comfortably.
- Is task oriented; able to break down work into the process steps; develops schedules and anticipates/adjusts for problems and roadblocks. Measures performance against goals and evaluates results.
- Is dedicated to meet the expectations and requirements of internal and external customers. Establishes and maintains effective relationships with customers and gains their trust and respect. Models effective performance for business partners to provide a role model, encourage success in others and enhance trust.
- Demonstrates high integrity and good judgment.

**Education / Experience:**

Applicants must possess a Bachelors' degree from an accredited college or university and have five years of professional level experience in information technology. Graduate level degree are desired but are not required in the following areas: Masters of Business Administration, Master of Public Policy, Master of Information Systems or Computer and Information Systems Engineering (CISE).

All interested candidates should submit via email (**TDEC.Careers@tn.gov**) resume and cover letter Beth Smith. The position will remain posted until January 30, 2015. Questions can be addressed to Beth Smith at (615) 253-5907 or TDEC.Careers@tn.gov.

**Beth Smith, Talent Management Director**

Tennessee Department of Environment and Conservation

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TDEC is an AA/EEO/ADA employer.